





Department of Energy
Germantown, MD 20874-1290

February 7, 2002

MEMORANDUM TO: DISTRIBUTION

FROM: 
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DEPARTMENTAL RECORDS OFFICER, IM-11


MARK HOLLANDER,
NNSA CHIEF INFORMATION OFFICER

SUBJECT: RM NUMBERED MEMO 2002-11; COMMENTS ON
ADMINISTRATIVE SCHEDULES

As indicated in numbered memo 2002-06, Savannah River has the lead on a team chartered to review the Department's Administrative Schedules. They will also be looking at the GRS and DOERS schedules as well to ensure that all applicable schedules are included. The team will document any discrepancies and/or questionable information and identify related issues as appropriate.

Team members include representatives from Savannah River, Idaho, Richland, Oak Ridge and Headquarters. The team would like to make sure that all sites have a chance to participate. Toward that end, comments regarding the schedules will be accepted through February 21, 2002. After that date, the comment period will be closed and a matrix developed from the input received. Your participation is important to ensure that we have the best product possible. Please forward your comments/concerns regarding the schedules directly to Dot Green at Savannah River. Her e-mail address is: dorothy-m.green@srs.gov. Please also forward a copy of your comments/concerns to Rose Frederick at rose.frederick@nnsa.doe.gov if you are an NNSA site.